

# Conducting Excellent Reviews



## PRISM 2007 Software Release 2.0.4

On Friday, January 12, a new version of the PRISM FY 2007 software will be released. This release, version 2.0.4, includes enhancements which address issues raised by Quarter 1 review teams as well as protocol changes issued by OHS. These PRISM Release Notes provide a brief description of the software modifications. Please see *Protocol Revisions for January 2007* (on <http://www.acf.hhs.gov/programs/hsb/prism/>) for details on OHS Quarter 2 protocol changes.

### PRISM Standalone Software Changes

Release 2.0.4 includes changes to some functions within each of the four tabs in the PRISM Standalone Software.

#### I. Protocol Tab Changes

##### i. Add Picture Button

The Note function now includes an Add Picture button. You can add one picture to each note. Once you add a picture, the Add Picture button label changes to Delete Picture. Use this button to remove the picture you added. Note: You may need to navigate away from the note and then back to see the complete image you have added or additional notes for the same question which are hidden when you first add a picture.

The screenshot shows the PRISM software interface for 'SECTION I - Staffing and Training'. It displays a '1A COMPLIANCE QUESTION' with the text: 'Are management functions for health services formally assigned to a staff person or persons?'. Below the question is a note: 'Note: Notes provided for this question will be shared with the PDM Reviewer through the PRISM Software.' and a reference: '1304.52(a)(2)(ii)'. The interface includes a '1A Notes' section with a date and time stamp '1/12/2007 8:56:18 AM - Albus Dumbledore'. There are buttons for 'New Note', 'Paste', 'Add Picture' (highlighted with a red box), 'Copy', and 'Delete'. The 'Add Picture' button is located next to the 'Copy' and 'Delete' buttons. The interface also shows a 'Delegate' dropdown menu, a 'Method' dropdown menu set to 'Interview', and a 'Center' dropdown menu. The 'Notes' section is a large text area for entering notes.



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## ii. Clearer Link to Standard

Many Quarter 1 users requested the related standards link be made easier to see. Performance standard links now appear in bold blue text.

## iii. Default Method Changed

In Quarter 1, the default Method for all notes was “Observation” Several Q1 reviewers requested the default be changed to “Interview” since this is a more common source of notes. With this release, the default selection is now “Interview.”

## iv. Decreased Scrolling

Quarter 1 reviewers found the amount of scrolling they needed to do in the software to create notes frustrating. With this release, we have changed the “focus” of the New Note button to reduce the scrolling. When you click on the “New Note” button your cursor will now immediately highlight the “Delegate” drop down field for the new note you wish to create. No more scrolling to find your new note fields.

## v. New “Area of Concern” Checkbox

A new checkbox has been added to flag Notes that reflect a potential area of concern. Notes with this checkbox checked will appear on the Standards Tab when the new filtering button, Show Only Standards with Concerns, is clicked. See II.ii.



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## vi. Visibility of Compliance Question Responses

In Quarter 1, reviewers could not see their colleagues' responses to protocol compliance questions. This release displays the radio button responses to compliance questions to all reviewers on a review team. Please Note: because Microsoft displays disabled radio buttons in light gray, the responses are still not extremely easy to read. In future releases, the PRISM software team will implement additional changes to further improve the visibility of these responses.

SECTION I - Staffing and Training

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Show Only My Notes Print Print Preview

**1A**

☐ Yes ☒ No

**1A COMPLIANCE QUESTION**

Are management functions for health services formally assigned to a staff person or persons?

*Note: Notes provided for this question will be shared with the PDM Reviewer through the PRISM Software.*

[1304.52\(a\)\(2\)\(ii\)](#)

**1A GROUND TO COVER – LOOK FOR, LISTEN FOR, ASK ABOUT THE**

- Identify the person who manages health services.
- Ask that person to describe his or her management responsibilities.

**1A Notes:**

1/12/2007 8:56:18 AM - Albus Dumbledore

New Note Paste

Add Picture Copy Delete

Delegate: Grantee Method: Interview ☒ Area of concern

Center: Gryffindor Source: Interview with School Director

Notes: In interview with center director, we learned that no staff person had been assigned management responsibility for health services.



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## II. Standards Tab Changes

### i. Note Changes from Part I.

The Standards tab Note functionality includes all of the changes documented in Part I, items i-v of these release notes.

### ii. New Filtering Button

The Standards Tab has a new button at the top of the right-hand side of the page called “**Show Only Standards with Concerns.**”

When you select a standard section on the left-side of the page and click the new button, the right side of the page will only list standards in the selected section that have one or more notes with the “Area of Concern” checkbox checked. All notes recorded for the standard will be displayed. When you click the new button, the button’s name changes to “Show All Standards,” so that you can return to the default view of the Standards Tab when you wish.

The screenshot shows the Head Start Monitoring Reviews interface. On the left, a sidebar lists various standards under the 'Standards' tab. The right pane displays details for standard 1304.52 Human Resources Management. A red box highlights the 'Show Only Standards with Concerns' button in the top navigation bar. The main content area shows the text of standard 1304.52(a) Organizational Structure, which includes requirements for organizational structure and program management functions. Below the text, there is a form with fields for Delegate (Grantee), Method (Interview), Center (Gryffindor), and Source (Interview with School Director). The 'Area of concern' checkbox is checked. The notes section contains the text: 'In interview with center director, we learned that no staff person had been assigned management responsibility for health'.

In the second screenshot (see next page), the selected section 1304.52 contains standard 1304.52(a)(2)(ii) which has one note with “Area of Concern” checked and one note without “Area of Concern” checked. Both notes are displayed because the intent of the new filter button is to show any standard that has at least one note recorded as an “Area of Concern” – and then to display all notes associated with that standard.

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Standards Findings Tools

Show All Standards

PART 74 - Financial And Program Management  
PART 84 - Nondiscrimination On The Basis Of Handicap In Programs And  
PART 92 - Uniform Administrative Requirements For Grants And Coopera  
PART 215 - Uniform Administrative Requirements For Grants And Agree  
PART 220 - Cost Principles For Educational Institutions (OMB Circular A-2  
PART 225 - Cost Principles For State, Local, And Indian Tribal Governme  
PART 230 - Cost Principles For Non-Profit Organizations (OMB Circular A-  
PART 1301 - Head Start Grants Administration  
PART 1302 - Policies and Procedures For Selection, Initial Funding, And  
PART 1303 - Appeal Procedures For Head Start Grantees and Current or  
PART 1304 - Program Performance Standards For Operation Of Head St.

☒ 1304.1 Purpose and scope.  
☒ 1304.2 Effective dates.  
☒ 1304.3 Definitions.  
☒ 1304.20 Child Health and Developmental Services.  
☒ 1304.21 Education and Early Childhood Development.  
☒ 1304.22 Child Health and Safety.  
☒ 1304.23 Child Nutrition.  
☒ 1304.24 Child Mental Health.  
☒ 1304.40 Family Partnerships.  
☒ 1304.41 Community Partnerships.  
☒ 1304.50 Program Governance.  
☒ 1304.51 Management Systems and Procedures.  
☒ 1304.52 Human Resources Management.  
☒ 1304.53 Facilities, Materials, and Equipment.  
☒ 1304.60 Deficiencies and quality improvement plans.  
☒ 1304.61 Noncompliance.  
PART 1305 - Eligibility, Recruitment, Selection, Enrollment And Attendan  
PART 1306 - Head Start Staffing Requirements And Program Options

1304.52 Human Resources Management.

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Show Only My Notes Show All Standards Print Print Preview

(a) Organizational Structure  
(2) At a minimum, grantee and delegate agencies must ensure that the following program management functions are formally assigned to and adopted by staff within the program:  
(ii) Management of early childhood development and health services, including child development and education; child medical, dental, and mental health; child nutrition; and, services for children with disabilities; and

HEAIA 1/12/2007 8:56:18 AM - Albus Dumbledore

Add Picture Copy

Delegate: Grantee Method: Interview ☒ Area of concern

Center: Gryffindor Source: Interview with School Director

Notes: In interview with center director, we learned that no staff person had been assigned management responsibility for health services.

HEAIA 1/12/2007 9:47:31 AM - Albus Dumbledore

Add Picture Copy

Delegate: Grantee Method: Document Review ☐ Area of concern

Center: Gryffindor Source: Review of staff files

Notes: Review of center documents covering staff assignments and responsibilities did not mention responsibility for health services in any job description.

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## III. Findings Tab Changes

### i. Findings Sorted by Standard

In Quarter 1, reviewers reported that the order of findings on the Findings tab was confusing. With this release, findings are now sorted in ascending numerical order by citation number. See the left side of the screen below for an example.

### ii. Preview Preliminary Review Report

In Quarter 1, reviewers requested the ability to Preview the Preliminary Review Report they could print from the Findings Tab. This release includes a new button at the top of the right side of the Findings Tab to preview the Preliminary Review Report.

### iii. Link to Standard from Finding Evidence

In Quarter 1, the performance standard link beside evidence for a Finding did not work. With this release, the Standard link now works.

Select Review

Protocol Standards Findings Tools

Filter: Show All Standards

- ☐ 74.21(b)(2)
- ☐ 92.20(b)(2)
- ☒ 1304.52(a)(2)(ii)
- ☐ 1304.52(d)(2)
- ☐ 1304.52(k)(2)

PANC

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Print the Preliminary Review Report Preview the Preliminary Review Report

1304.52 Human Resource Management

(a) Organizational Structure

(2) At a minimum, grantee and delegate agencies must ensure that the following management functions are formally assigned to and adopted by staff within the

(ii) Management of early childhood development and health services, including development and education; child medical, dental, and mental health; child nutrition and services for children with disabilities; and

Narrative: Program Type: ☒ Head Start

This is PANC #1 for this test case.

☐ Select this checkbox if this preliminary area of non-compliance was corrected during the review.

Evidence: 1304.52(a)(2)(ii) /12/2007 11:55:27 AM - Albus Dumbledore

Add Picture Copy

Delegate: Grantee Method: Interview Area of concern

Center: Hufflepuff Source: Interview with Center Director

Notes: This note was created on the standard in the Standards Tab. It has a standard link instead of a compliance question link.

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## IV. Tools Tab Changes

### i. Observation Worksheet Change

In Quarter 1, questions 1 and 3 on the Observation Worksheet were redundant. In this new release, only question #1 asks the reviewer to identify the site name, and the entered site name now appears as a column on the 'home' page of the observation worksheet (second screenshot below).

**Observation Worksheet - Quidditch**

Home Back Next Up

Delete this Observation Worksheet New Observation for this Site Assign this Observation Worksheet

**Site Background Questions**

1. What is the site name? Quidditch

2. What is the review date? 1/12/2007

3. What is the delegate name (if applicable)? Grantee

4. Is this a child care partnership or contract? ☐ Yes ☒ No

5. What is the type of site being visited? Preschool Center-based

**Questions Based on Site Type**

1A. What is the number of children?

2A. What is the number of children on IEPs?

**Observation Worksheet**

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New Observation Worksheet

**Instructions for the Observation Worksheet**

This observation worksheet can be used to record information collected during a site visit. Please type information on the worksheet. Once you press the "New Observation Worksheet" button, please answer the five background questions for the site being visited. You will answer the background questions only one time for this site being visited. Depending on the site type, you will see different questions appearing.

Press on the "New Observation" button to create an observation within the site being visited. You should create at least one observation. Each site can have multiple observations.

Site Name	Delegate	Site Type
Quidditch	Grantee	Preschool Center-based

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## ii. Protocol Worksheet Changes

Two changes have been made to this worksheet. First, on Question 11 (which is a Note entry field), a Copy button has been added so that the note entered here can be copied to sections of the Protocol tab or the Standards tab. Second, the auto-copy feature for this note has been turned off. Now, a note entered on one protocol worksheet will no longer automatically copy to other protocol worksheets created for the same review.

Protocol Worksheet - Untitled protocol worksheet

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Delete this Protocol Worksheet New Protocol Worksheet Assign this Protocol Worksheet

6. What is the protocol section?

Questions on the Source Information

7. What is the document reviewed?

8. Who is the person interviewed?

9. What is the observation setting?

10. What is the relevant citation number(s), if appropriate?

Reviewer's Notes

Notes:

1/12/2007 12:38:14 PM - Fly Sheepdog

Add Picture Copy Delete

New Note Paste

Delegate: Method: Interview Area of concern

Center: Source:

Notes:

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## iii. Delegate Checklist Changes

In Quarter 1, some report coordinators accidentally created duplicate delegates and/or centers in the Delegate Checklist on the Tools Tab. With this release, we have added several reminder messages to alert report coordinators to the importance of creating delegates and centers with unique names. The software will still NOT prevent duplicates from being created.

The first screen shot illustrates the message that appears when a report coordinator opens the New Delegate page. The second screen shot illustrates the message that appears if a report coordinator enters a name for a new delegate that has already been used for an existing delegate. The same two messages appear on the New Center page.

Delegate - Untitled delegate

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Delete this Delegate New Center

### Background Questions on the Delegate

1. Please provide a name for this delegate. (A delegate name is required.)

2. Has this delegate been visited? ☐ Yes ☐ No

3. Is this delegate part of a sub-review?  
(Note: A sub-review is a review with a sub-team that has a separate team meeting. There are not always sub-teams for delegates)

4. Please mark which protocol sections the review team looked at for this delegate.

<input type="checkbox"/> Section 1 - Health Services	<input type="checkbox"/> Section 6 - Family and Community Services	<input type="checkbox"/> Section 9 - Fiscal Management
<input type="checkbox"/> Section 2 - Nutritional Services	<input type="checkbox"/> Section 7 - Transportation Services	<input type="checkbox"/> Section 10 - Program Design and Management
<input type="checkbox"/> Section 3 - Safe Environments	<input type="checkbox"/> Section 8 - Education and Early Childhood Development	
<input type="checkbox"/> Section 4 - Disabilities Services		
<input type="checkbox"/> Section 5 - Mental Health Services		

[Select All](#)

5. Please mark which protocol tools the review team looked at for this delegate.

Delegate - Grantee

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Delete this Delegate New Center

### Background Questions on the Delegate

1. Please provide a name for this delegate. This is a duplicate delegate name. Please enter a different name. Grantee

2. Has this delegate been visited? ☐ Yes ☐ No

3. Is this delegate part of a sub-review?  
(Note: A sub-review is a review with a sub-team that has a separate team meeting. There are not always sub-teams for delegates)

**Please call PRISM Support (1-800-518-1932) if you have any questions.  
PRISM Support is open on Monday, January 15: 9am – 5pm.**